

Preface

About this Handbook

This handbook is divided by sections. Section I provides an overview of the State School Building Lease-Purchase Law of 1976, a description of the administering body of the Law, programs offered under the Law and a flow chart of the process involved. Section II focuses on the Advance Planning Loan. Section III is presented in parts reflecting the natural flow of a new construction application through its various phases.

Note : Additional sections such as Modernization, Reconstruction and the Index to this handbook are forthcoming.

Where to Begin

IF YOU ARE...	SEE...
familiar with the State School Building Lease-Purchase Program	the respective program Section.
new to the State School Building Lease Purchase Program	Section 1.

About this Format

The Applicant Handbook has been developed using the Information Mapping® method. Information is presented topically, eliminating the use of numbered section references. First, locate the topic you want using the Table of Contents or Index of this handbook. Then, you can quickly locate specific information on a particular topic by scanning key labels provided in the left margins.

Symbols and Conventions used in this Book

The symbols used throughout this handbook have the following meanings:

- bullets indicate lists of items or topics
- examples and exhibits generally follow topic discussions
- ballot boxes are provided in "Required Documents" tables which can be copied and used as checklists

Updates/Corrections

Updates to this handbook are on-going. All subscribers will receive updates. Corrections to this document should be forwarded to Carol Scotti at

Office of Assistance
Quality Control and Public Response Unit
501 J Street, Suite 400
Sacramento, CA 95814
(916) 322-1069